



Job Announcement

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Opening Date:	May 21, 2015	Closing Date:	June 4, 2015
Job Title:	Family Assistant	Position Type:	Regular Full Time
PIN:	059459	FLSA Status:	Non-Exempt
Location:	Circuit Court for Montgomery County Rockville, Maryland	Grade/Entry Salary:	J06 \$30,761 - \$36,447 (Depending on Qualifications)
Financial Disclosure:	No		

Essential Functions: Works in all areas of the Family Department. Process and maintain family case files by reviewing pleadings, typing docket information and establishing case file folders for the documents. Assist the public and attorneys by providing information about the status of cases or about Clerk's Office procedures, both at the counter and by telephone. Prepare family summonses and other writs by typing proper forms and envelopes. Index new cases and judgments using a computer keyboard. Collect fees and processes payments on cash register. Verify totals/close out cash register daily. Performs other duties as assigned.

Education: High school diploma or GED.

Experience: One year of related experience.

Skills/Abilities: Ability to communicate in an effective, patient, tactful manner with customers and co-workers. Ability to provide courteous customer service consistently. Ability to review comments and notations and record essential information. Ability to review and interpret documents and follow procedure manuals. Knowledge and ability to apply job-related terminology and to apply policies, procedures, rules, regulations and laws as required. Ability to operate a cash register. Ability to perform basic arithmetic to calculate fees. Ability to lift up to 40 lbs. using proper lifting techniques. Ability to sit, stand, lift and/or bend for extended periods of time. Ability to operate a personal computer and software programs (e.g. Microsoft Word and Excel). Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received in the Human Resources Office at the address below by 4:30p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Montgomery County
Montgomery County Judicial Center
50 Maryland Avenue
Rockville, MD 20850
ATTN: Barbara H. Meiklejohn, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.